

Work Life Management

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Abstract: Work life balance means balancing working time and free time. Work-life balance signifies the degree to which an employee feels satisfied by having his or her needs met in both work and non-work aspects of life. Through go through greater work-life balance, individuals report feeling enhanced in common that is greater job and life satisfaction and tend to behave in complimentary ways that is lesser turnover and absenteeism. The entry of women in the workplace kick-started and how female employees would successfully care for families while working. Work life balance defines the relationship between ones work life and the commitments in the rest of the personal life, and how they impact on each another. In the modern era of technology and accessibility, organizations have begun to provide their employees with cooperative ways to balance their work and other roles through benefits like flexible working hours so on. How-ever, contribution of these benefits is not enough to the organization and management must schedule its promotion of strong work-life balance for employees by creating values and the designing policies that support this initiative. Otherwise, employees feel burden to continuously work, which can be maintained by mobile devices and constant availability of the internet that allows employees to transport a work place wherever they go. Results specify that many people experiencing poor work-life balance. Therefore, employers and employees alike should consider what is most important for achieving this healthy balance. Work-life balance is a idea including proper ordering between "work" (profession and desire) and "lifestyle"(healthiness, choice, holiday, family ,spiritual development/meditation). This is related to the awareness of standard of living choice.

Key words used : Work life balance, Employees, Satisfaction, Organization, Work, Personal life

I. INTRODUCTION

This is the age of hectic schedules, high pressure work assignments and deadly targets. We have to race against time to get noticed and be in the reckoning. Otherwise we will be hanged to death with a tag around neck: "Poor Performer". The 21st century has changed the lives of executives, more or less, permanently. They seem to have been thrown out of gear completely, especially their private lives, Thanks to factors such as the intense competitive environment, the innovation of information technology and the race to be the first and be the best type of performance culture. Before things take an ugly turn, there is an urgent need to strike rapport between an executive's career and ambition on one hand, and pleasure, leisure, family and spiritual development on the other hand. The 50-70 hour work weeks have become common these days and executives are burning their candle of energies too soon. To deliver results, you are forced to run that extra mile every fast – Sacrificing family, kids, relationships, friends, community work, leisure, pleasure and everything that brings meaning, happiness and fulfillment of life. In the case of dual career couple -which is a common phenomenon in 21st century – matters turn very nasty because they are reduced to what is popularly known as "weekend parents". Working at odd hours, putting in extra labor without looking at the clock would convert even normal human beings into workaholics – people who suffer from "Hurry Sickness", live without

friends, who never care for relaxation and never bother to visit parks and museums. Heart ailments, cardiovascular problems, sleep disorders, depressions, jumpiness, irritability, insecurity, poor concentration and even nervous breakdowns are common among the victims who are not able to strike a fine balance between work pressures and personal and family issues. A time will come when they lose emotional balance, get irritated over petty issues, indulge in verbal abuse and when stress begins to work on their nerves they begin to destroy their personal lives through excessive smoking, drinking, gambling etc.

II. HISTORY:

Work/life balance isn't a ephemeral trend. It's not even a new concept. Back in the early 19th century, the U.S. government realized that there is a need to give more effort in working with leisure time. Well, as early as the 1800s, the federal government issued measures that have drastically reduced the working hours for some government employees to 10 per day. During the Great Depression of the 1930s, there was again a further reduction in working hours, mainly because employers wanted to steer clear of layoffs and chose to distribute hours among workers. -The Fair Labor Standards Act of 1938 finally introduced the 40-hour workweek-

During the late '60s and early '70s, female workers started to express their requirement for assistance in

balancing their personal and work responsibilities. Although the government did address some of their concerns - with the Pregnancy Discrimination Act of 1978 for example - companies were slow in providing work/life support. Finally, in the '80s, a number of corporations began to implement life-enhancing policies such as maternity leave, flexible scheduling and employee assistance. And although these family programs started out as women-oriented, they eventually started working on both men and women's needs. This is also when the official term 'work/life balance' was coined - to describe the need to protect personal life in a career-driven culture. In the '90s there was a work/life balance boom, with both companies and employees making strategic choices based on the content of these programs. Ever since then, researchers started to develop new balance strategies which will improve both productivity and quality of life substantially

III. REASONS WHY WORK LIFE BALANCE IS IMPORTANT

In today's speedy paced business world, the ability to achieve work life balance is becoming more and more difficult. Employers expect more from staff, and we are increasingly putting additional pressure on ourselves to achieve greater results. But when did it become acceptable for our 9am to 5pm working day to become 8am to 7pm? Many of us have allowed this to happen, whether it is through conforming to the workplace culture, or feeling grateful to put in more hours, however this should not be the case. Maintaining work life balance is not only important for your personal health and relationships, but it can also improve the efficiency of your work performance. If you need further convincing – familiarize yourself with the below three reasons.

1. We become less susceptible to burnouts

At the same time as occasional stress is normal for every job, burnouts are certainly not. According to Help Guide, burnouts occur “*when you feel overawed and unable to meet constant demands*”. The negative effects of a burnout impact every area of your life, including your personal and social life. Work life balance is important as it allows you to separate work and home, meaning that the stress of work should stay at work, and not follow you outside of office hours. Allowing work stress to penetrate your home life is one of the primary indicators that you are not achieving a work life balance. If this is happening to you, take the time to talk this over with your manager, or come up with a plan to avoid a burnout as a result of your professional demands.

2. Attention is paid where due

With a balance between work and home, comes greater control of where your focus remains. If you leave your work at the office, your full attention will be on your home life and giving your relationships the attention in which they deserve. When spending time with your partner, children or friends, your mind should be only focused on the experience you are having, rather than thinking of work along with. Similarly, if you are in the office, greater focus should be paid on the tasks at hand. In turn, this makes you a more efficient worker, and demonstrates one of the many benefits of achieving a work life balance.

3. We experience fewer health problems

It's no secret that when we are run down, tired or stressed; our immune system is the one to suffer. Healthline explains that “stress can cause a variety of symptoms and can affect your overall health and wellbeing”, from less serious conditions such as the flu, to more serious health issues such as respiratory or digestive problems. Either way, the fact that stress can impact your health so much is even more of a reason as to why maintaining a healthy work life balance is important. Taking the time to look after yourself by exercising, eating well and relaxing can contribute to limiting your health problems and make you a more efficient worker during business hours

4. Achieving work life balance: The TCS way!

At TCS, HR Managers, Strive to make work a joyful experience and encourage work life balance through “Maitree”, a unique platform for all employee engagement activities. Different clubs like theatre club, Bibliophile club, adventure and trekking club, fitness club, sanctuary club, music club and community services club, among others facilitate fun network. These clubs organize various activities like Yoga, dance lessons, music competition, trekking expeditions, sports activities, regular visits to NGOs, among other activities for TCS employees. For example, on family day, employees can bring their families to TCS and take them around the work place. Similarly, we organize fun activities like painting lessons, games, movies etc for children of TCS employees. This creates a bond not just between the employee and the organization but also with the family and drives retention. “TCS offers a flexible work environment where employees are given an option to work part time or work from home under special circumstances. We offer adoption leave to the parent irrespective of the gender. If some of our female associates choose to discontinue work for a temporary period of time due to family commitment and re join the organization at a later stage, continuity of service is considered. Employees also have the options to go for sabbaticals”

5. How work life balance affect organizational productivity

Work life balance is the kind of harmony that a worker strikes between professional career and social engagements with the hope to achieve organizational productivity, while at the same time, satisfying social/family/communal commitments. Most HR departments have institutionalized systems and policies that ensure that employees enjoy family/social engagements in the midst of their hectic professional careers.

One of the key outcomes of a research conducted by HR practitioners showed that an effective work life balance may contribute to meeting organizational goals. In effect, well-balanced social and professional lifestyles of hardworking employees produce desired company results and meet projected career goals. The rationale underpinning this hypothesis is that, once the employee is given ample time with their families and friends, they become more focused on their professional and career goals, thereby achieving set goals within their organizations.

IV. POSSIBLE EFFECTS OF POOR WORK LIFE BALANCE

Companies that fall short of work life balance will experience the following:

- ❖ High Staff Attrition and frustrated workforce
- ❖ Low productivity and less profits
- ❖ Poor morale among employees
- ❖ Stress-related conditions / diseases
- ❖ Divided attention over tasks at the workplace

Companies can help facilitate work-life balance for their employees by creating work-life centered programs and opportunities through

Special Arrangements: Establish flexible time periods where employees can work extra hours during the week to receive a day off every other week, or a half day every week.

Paternity Leave: Give male employees the option of working from home for a number of days. Few organizations have paternity leave for 10 days as part of their organizational policy.

A 30-Minutes-Exercise per Week Policy: Have a 30-minutes aerobic exercise per week after work to eliminate any stress-related conditions before going home.

Employee-Birthday-Off Policy: Many organizations give employees the day off on their birthdays to enjoy themselves with family and friends.

No-laptops-at-Home-Policy: Most organizations do not allow employees to send their laptops home on weekends or at least on the last weekend of every month.

V. REASONS FOR IMBALANCE

- ❖ Competition
- ❖ Individual Career Ambitions
- ❖ Global Economy
- ❖ Longer Working Hours
- ❖ International business

On the other hand, when companies pressure employees to become workaholics without spending some of their time with families and friends, organizational results may suffer

VI. TOP 5 STRATEGIES TO STRIKE A BALANCE

- ❖ Budget your time both in and out of the office: Schedule your time efficiently at work. Put yourself on a calendar and take some time for you and your family or friends. Leave work on time at least 3 days per week – there are times when working late just can't be helped, but schedule your time to leave on time 3days per week.
- ❖ Control interruptions and distractions: Stay focused while in the office, and budget your time effectively. Try to schedule a block of time during the day without meetings when you can focus on your task with minimal interruptions.
- ❖ Explore the availability of flex time: The research flex time options within your organization if available, it may be a helpful solution.
- ❖ Seize the weekend: Plan your time off as you plan your work week. Learn to say "No" if required. Sharing the responsibilities will help. And do not commit for something which is practically not possible to achieve.

VII. CONCLUSION

Facts of work life balance finding a 'perfect' balance between work and life is rare. The nature of that balance is different for every person, and changes over time for each person. So one shouldn't strive for perfection, but to constantly be aware of making choices that will benefit all aspects of our lives. In the end, the key word is balance. Find the right balance that works for you to celebrate your successes and don't dwell on your failures. Life is a process

and so is striving for balance in your life. Finally work to live
don't live to work.

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